

# Memo

To: Club Leaders, 4-H families, FFA instructors, FFA families  
From: Armada Fair Youth Livestock Sale Committee  
Date: July 15, 2016  
Re: Armada Fair & Livestock Sale Information

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As you know, a lot of work goes into preparing for the shows and Livestock Sale. The sale committee is in need of **all clubs** that participate in sale to lend a hand during fair week.

## **Sunday 8/14:**

Weigh in times: Swine- 8am-10 am    Lambs, Goats, Steers & Prospect Steers- 2pm-6pm

## **Monday 8/15:**

Monday morning after feed time we need some parents and youth to help set up the show arena.

## **Thursday 8/18:**

If you have more than one large animal project the sale committee needs to know by noon on Thursday which project you intend to sell through the auction sale. If you do not intend on selling your project at the auction the sale committee needs to know no later than noon on Thursday that you are pulling your animal from the sale. (All champions must sell).

## **Friday 8/19:**

Friday morning after feed time we need parents and youth to help set up the sale area. **Each family participating in the sale needs to bring in one case of water and box of prepackaged snacks** (i.e. cookies, crackers, chips, granola bars, pkg peanuts etc. - please do not bring until Friday as we have no room for storage)

Friday afternoon/evening we need parents to help register buyers, help move animals/kids to sale area for lineup, pass out buyer gifts, help w/photos & write out buyer thank-you signs. We also need youth to pass out snacks.

After the kids have sold their project and returned it to their pen they are to report to the sale office to receive their thank-you sign. The sign must be displayed over the project by the end of the sale.

Youth that are selling hogs are asked to skip the evening feed time so that the picture taking process will go smoothly. You can feed your animals upon return to their pen.

## **Saturday 8/20:**

Saturday morning after feed time we need parents and youth to help take down and clean up sale area.

## **Sunday 8/21:**

Animals must be checked out and verified by sale committee member before they can be released from pens on Sunday evening. After animals are loaded out parents and youth are needed to help take down gates and pens.

***Let's all have a safe and fun time at the fair with good sportsmanship and volunteerism!!!***